



**DRAFT SDBIP**  
**BUDGET AND TREASURY OFFICE**

2010 – 2011

| KPA                                  | PROGRAM                           | KPI   | ANNUAL TARGET  | 1 <sup>ST</sup> QUARTER  | 2 <sup>ND</sup> QUARTER  | 3 <sup>RD</sup> QUARTER  | 4 <sup>TH</sup> QUARTER  | BUDGET/COSTS   |
|--------------------------------------|-----------------------------------|---|--|--|--|--|--|----------------|
| <b>Municipal Financial Viability</b> | <b>Sound financial management</b> | Development of supplementary valuation roll. Reconciliation of Debtors. Reconciliation of DORA. VAT | Supplementary Valuation Roll developed Monthly reconciliations<br><br>Reconciliation of VAT done internally<br><br>Submission of VAT 201 forms on or before the 25 <sup>th</sup> of each month | Progress review with services provider<br>Monthly review internally<br><br>In progress | Progress review with services provider<br>Monthly review internally<br><br>In progress | Progress review with services provider<br>Monthly review internally<br><br>In progress | Progress review with services provider<br>Monthly review internally<br><br>In progress | R 3000 000.00  |
|                                      |                                   | Cash Management and investment  | Maintenance of Four Bank accounts  | In progress  | In progress  | In progress  | In progress  | R250,400.00    |
|                                      |                                   | Develop new financial   | Accurate Information   | Produce report and progress  | Produce report and progress  | Produce report and progress  | Produce report and progress  | R 1,450.000.00 |

|  |  |   |  |  |  |  |  |                                    |
|--|--|---|--|--|--|--|--|------------------------------------|
|  |  | system  | Financial reports in time<br>Clean Audit Report<br>GRAP<br>Compliant AFS compiled and submitted for AG<br>Review of Financial policies | review.<br><br>In progress<br><br>Produce policies   | review.<br><br>In progress<br><br>Produce policies   | review.<br><br>In progress<br><br>Produce policies   | review.<br><br>In progress<br><br>Produce policies   | R300,000.00<br><br><br>R300,000.00 |
|  |  | Number of audit reports produced                    | Quarterly Audit conducted  | Produce report and progress review.  | Produce report and progress review.  | Produce report and progress review.  | Produce report and progress review.  | R 0.00                             |
|  |  | Preparation and submission of all statutory reports | All statutory reports prepared and submitted to relevant stakeholders  | Preparation and submission of relevant reports on monthly ,quarterly and half-yearly basis | Preparation and submission of relevant reports on monthly ,quarterly and half-yearly basis | Preparation and submission of relevant reports on monthly ,quarterly and half-yearly basis | Preparation and submission of relevant reports on monthly ,quarterly and half-yearly basis | R0.00                              |

|            |   |   |   |  |  |  |  |       |
|------------|---|---|---|--|--|--|--|-------|
|            |   | Development of five year financial plan                     | Plan developed                                  | Development of the plan                        | Review and update of the plan                  | Review and update of the plan                  | Review and update of the plan                  | R0.00 |
|            |   | Development of Audit Query plan                             | Plan developed                                  | Development of the plan                        | Development of the plan and the templates      | All audit queries addressed                    |  |       |
|            |   | Timeous payment of third-party employee-related expenditure | All employee related expenditure promptly paid. | All employee related expenditure promptly paid | All employee related expenditure promptly paid | All employee related expenditure promptly paid | All employee related expenditure promptly paid |       |
|            |   | Invoice payment period                                      | <30 days(as per creditor age analysis)          | All invoice paid within 30 days of submission  | All invoice paid within 30 days of submission  | All invoice paid within 30 days of submission  | All invoice paid within 30 days of submission  |       |
|            |   | MFMA plan in place  | MFMA plan Developed and implemented             | Develop plan                                   | Review and update of the plan                  | Review and update of the plan                  | Review and update of plan                      |       |
| <b>SCM</b> | <b>Sound Financial Viability and Management</b> | Improved fleet management                                   | Update fleet register                           | In progress                                    | In progress                                    | In progress                                    | In progress                                    | 0     |

|  |                                    |   |  |             |             |             |             |               |
|--|------------------------------------|---|--|-------------|-------------|-------------|-------------|---------------|
|  |                                    |   |  |             |             |             |             |               |
|  | <b>Effective management system</b> | Implementation of fuel card system                          | In Progress                            | In progress | In progress | In progress | In progress | R300,000.00   |
|  |                                    | Development of Fleet management policy and procedure manual | Adherence and compliance to the policy | In progress | In progress | In progress | In progress | R50,000.00    |
|  |                                    | Asset Management  | Updated Asset register                 | In progress | In progress | In progress | In progress | R300,000.00   |
|  |                                    | Project Management  | Developed support for all Departments  | In progress | In progress | In progress | In progress | 0             |
|  |                                    |   |  |             |             |             |             | R3,500,400.00 |
|  |                                    |   |  |             |             |             |             |               |